

# Style Guides MLA Format

Note: The following document should only be used as a quick reference guide. For more information, please see the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> edition. Copies of the *MLA Handbook* are available in the UVU Writing Center, LI 208, and at the Library 1<sup>st</sup> Floor Circulation Desk.

## FIRST PAGE

### FORMAT

Double space and use a standard font and type size, such as 12-point Times New Roman (*MLA Handbook*, p. 116, 4.1-4.2).

### TITLE

The title should be 12-point font and centered, but *not* underlined, italicized, bolded, or put in quotation marks (p. 116, 4.3).

### MARGINS

Use 1-inch margins on all 4 sides of each page (p. 116, 4.1).

### QUOTATIONS

If you need to make additions to a quotation, put your own words in square brackets [ ]. To omit words, use ellipses (three periods, with a space after each). Example: "She was . . . unhappy." (p. 100-101, 3.7.5-3.7.6).

Davy Jones  
Professor Mills  
English 2010  
7 July 2004

### Understanding Whitman's Poetry

By examining sectional divisions in Walt Whitman's *Song of Myself*, we can show that 1891 revisions underscore the function of each section as a unit of meaning governed by its own rhythm (Strauch 64). Roger Mitchell calls this "group size pattern":

Whitman is doing more than simply distributing a pattern of groups in some sensible fashion over the lines of a poem, creating what some critics are calling a group/line pattern. Whitman is also conscious of the size of his groups and of their progression in terms of size pattern. (16)

Such an analysis demonstrates the method governing Whitman's formation of stanzas and the meter governing the lines and verses of

### BLOCK QUOTATIONS

Quotations that are four or more lines in length need to be set apart in a block. They should be double-spaced and indented 1" from the set margin. Quotation marks are not used with block quotations, and the final punctuation is placed before the in-text citation (p. 94, 3.7.2).

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### PAGE HEADER

A page header includes your last name and the page number separated by about 4 or 5 spaces. Headers should appear in the top right corner of every page, including the Works Cited page (p. 117, 4.4).

### IN-TEXT CITATIONS

In-text citations should be used after quoting, paraphrasing, or summarizing. State the author's last name and the page number in parentheses without a comma. If the author is named in the text, only cite the page number. If the author is unknown, use the first few words from the title. The period is placed after the citation. If there is no page number, include the author and title within the text rather than using a parenthetical notation (p. 214, 6.1-6.2).

### CITING INDIRECT SOURCES

To cite information that your source has taken from a different source, put the original author of the information in the text and write "qtd. in" in your in-text citation followed by the author and page number of the work you found the material in. Example: (qtd. in Asay 352) (p. 226, 6.4.7).

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## WORKS CITED

### ALPHABETICAL ORDER

Alphabetically arrange works cited entries according to the first word in the entry, ignoring *a*, *an*, and *the* (p. 131, 5.3.3).

### HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2" from the set margins after the first line of each entry (p. 131, 5.3.2).

Works Cited		Jones 8
Asay, Ronald. "How the Americans Made Transcendentalism."	TITLE	
<i>Journal of American History</i> 23 (1978): 345-357. Print.	The title "Works Cited" should be centered, but not underlined or punctuated (p. 130, 5.3.2).	
Chan, Evans. "Postmodernism and Hong Kong Cinema."	SOURCES	
<i>Postmodern Culture</i> 10.3 (2000): n. pag. <i>Project Muse</i> . Web 5 June 2008	List only the works you used, not everything you read.	
Committee on Scholarly Editions. "Guidelines for Editors of Scholarly Editions." <i>Modern Language Association</i> . MLA, 25 Sept. 2007. Web. 15 May 2008.	ABBREVIATIONS	
Strauch, Ronald. "Leaving Cambridge." <i>Whitman: The Man</i> . Ed. Taylor Roger. New York: Harcourt and Brace, 1998. 123-134. Print.	Abbreviations in works cited entries are acceptable if they are clear (University Press=UP).	
Thompson, Neil and Allen Gregory. <i>The Literary Executioners</i> . London: Oxford UP, 1954. Print.		

## GUIDELINES FOR THE WORKS CITED PAGE

The following list contains some of the most common sources included on a Works Cited page and should only be used as a quick reference guide. For more information, see pages 144-235 of the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> edition.

### BOOK BY A SINGLE AUTHOR (p. 148, 5.5.2):

Last Name, First Name Middle Initial (if given). *Title*. Location: Publisher, Year. Publication Type.

Wilson, Frank R. *The Hand: How Its Use Shapes the Brain*. New York: Pantheon, 1998. Print.

### BOOK BY TWO OR MORE AUTHORS (p. 154, 5.5.4):

Last Name, First Name and Initial (if given), and First Name Last Name. *Title*. Location: Publisher, Year. Publication Type.

Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens*. Lincoln: U of Nebraska P. 1987. Print.

(NOTE: If a reference has more than three authors, give the first author's name and "et al." Example: Jones, Bob, et al.)

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## ARTICLE IN A JOURNAL (p. 137-141, 5.4.2-5.4.4):

Last Name, First Name. "Article Title." *Journal Title* Volume Number. Issue Number (Year): pages. Publication Type.

Craner, Paul M. "New Tool for an Ancient Art." *Computers and the Humanities* 25 (1991): 303-13. Print.

## ARTICLE IN A NEWSPAPER (p. 141-142, 5.4.5)

Last Name, First Name. "Article Title." *Newspaper Title* Day Month Year: Page(s). Publication Type.

Last Name, First Name. "Article Title." *Newspaper Title* Day Month Year, edition type.: Page(s). Publication Type.

Jack, Paul. "Once in a Lifetime." *New York Times* 23 January 1998: B1+. Print.

Greenback, Amanda. "Finding Hope in Transportation." *New York Times* 30 September 2009, late ed.: A1+. Print.

## DOCUMENT FROM AN INTERNET SITE (p. 184, 5.6.2):

Last Name, First Name. "Document Title." (Italicized if not part of a larger work) If applicable, document information from original print source, following the format for specific source type (see examples). *Site Title*. Version or edition number. Publisher or sponsor of site. Date of electronic publication or last update (use n.d. if date is not available). Publication Type. Day Month Year (of access) Provide URL citation here if citation information does not lead readers to easily find the source.

Green, Joshua. "The Rove Presidency." *The Atlantic.com*. Atlantic Monthly Group, Sept. 2007. Web. 15 May 2008.

Salda, Michael N., ed. *The Cinderella Project*. Vers. 1.2. U of Southern Mississippi, Oct. 2005. Web. 15 May 2008.

"Six Charged in Alleged N.J. Terror Plot." *WNBC.com*. WNBC, 8 May 2007. Web. 9 May 2007.

(Note: For Web sources, give as much of the following information as possible in the prescribed order. Some information, such as authors, dates, or page numbers may not be provided. In these cases, identify details such as site and article titles, access dates, and web addresses, while skipping any missing information. For journals that only appear online, add *n. pag.* for no pagination.)

## A PERIODICAL PUBLICATION IN AN ONLINE DATABASE (p. 192, 5.6.4):

Specific source information (see above). *Database Name* (if known). Name of Service. Publication Type. Date of Access

Provide URL citation here if citation information does not lead readers to easily find the source.

Wakefield, Lawrence. "Cooling Trend in Antarctica." *Futurist* May-June 2002: 15. *Academic Search Premier*. EBSCO. Web. 22 May 2002.

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(**Note:** The first part of the citation will vary, depending on the text's original format—a book, an article, etc. Give any specific information for such a source that is provided, then include the subscription service, and access information. If no date has been provided, use *n.d.* for no date.)

## **ARTICLE IN A REFERENCE BOOK (p. 160, 5.5.7):**

"Article Title." *Book Title*. Edition Number. Publication Year. Publication Type.

"Noon." *The Oxford English Dictionary*. 2nd ed. 1989. Print.

## **ARTICLE IN A MAGAZINE (p. 142, 5.4.6)**

Last Name, First Name. "Article Title." *Magazine Title* Day Month Year: pages. Publication Type.

Mehta, Pratap Bhanu. "Exploding Myths." *New Republic* 6 June 1998: 17-19. Print.

## **A WORK IN AN ANTHOLOGY (p. 157, 5.5.6):**

Last Name, First Name (of author of the article). "Article Title." *Anthology Title*. Ed. First Name Last Name (of editor).

Location: Publisher, Year. Pages. Publication Type.

Gomez, Isabel. "From Within." *Stories from the South*. Ed. Thomas Nitsche. New York: Plume, 1992. 82-92. Print.

(**Note:** This example shows how to cite *one* source from an anthology. If citing multiple sources, please see the *MLA Handbook*.)

## **PERSONAL INTERVIEW OR COMMUNICATION (p. 201, 5.7.7):**

Last Name, First Name (person being interviewed). Interview type (Personal, Telephone, E-mail). Day Month Year.

Takyrbashev, Lewis P. E-mail interview. 8-12 June 2003.

## **TITLES OF PERSONS (p. 80, 3.4.2):**

In general, omit titles, affiliations, and degrees that precede or follow names (i.e. PhD, Sister, SJ, Lady, Sir or Saint). A suffix that is an essential part of the name - like Jr. or a roman numeral - appears after the given name, preceded by a comma (i.e. Rockefeller, John D., IV or Rust, Arthur George, Jr.). For additional information on titles of nobility and women in history known by their titles as married women see page 80.

Sources: Hacker, Diana. *Rules for Writers*. 5<sup>th</sup> ed. Boston: Bedford/St. Martin's, 2004.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: The Modern Language Association of America, 2009.